

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

**27**

**December 21, 2004**

**FROM: CARL R. ALBAN, Director**  
Architecture & Engineering Department  
**LARRY WALKER, Auditor/Controller-Recorder, County Clerk**  
Auditor/Controller-Recorder, County Clerk

**SUBJECT: AUDITOR/CONTROLLER-RECORDER'S OFFICE FIRST FLOOR EAST AND DATA  
ROOM REMODEL PROJECTS, HALL OF RECORDS – COMBINE PROJECTS,  
AWARD CONTRACT, TRANSFER APPROPRIATIONS, INCREASE  
APPROPRIATIONS AND REVENUES, AUTHORIZE CHANGES IN CONTRACT,  
AND AUTHORIZE FILING NOTICE OF COMPLETION**

**RECOMMENDATION:**

1. Combine the First Floor Hall of Records (East) and Data Room Remodel projects for the Auditor/Controller-Recorder's Office in San Bernardino and award a \$533,800 construction contract to TEKTON of Los Alamitos;
2. Transfer appropriations of \$91,148 to the First Floor (East) Hall of Records Project from the Auditor/Controller-Recorder's Office Data Room Renovation Project, increasing the project budget to \$599,327; and
3. Increase appropriations and revenues by \$110,800 bringing the total project budget to \$710,127 in the Capital Improvement Program as detailed in the Financial Impact Section below (four votes required); and
4. Authorize the Director of the Architecture & Engineering Department (A&E) to approve any necessary changes or additions in the work being performed under the contract for a total amount not to exceed \$39,390 pursuant to Public Contract Code Section 20142 (b); and
5. Authorize the Architecture and Engineering Department to accept the work as 100% complete and file the Notice of Completion.

**BACKGROUND INFORMATION:** The Auditor/Controller-Recorder's Office is implementing new imaging and cashiering systems in the Recorder and County Clerk's sections at the Hall of Records located at 222 Hospitality Lane in San Bernardino. The remodel of the first floor (east) will enhance the public business transaction areas to improve control of document flow, increase efficiency in retrieving and processing documents, and consolidate cashiering and public service into one area. The remodel project also includes improving storage areas, adding a conference room, re-carpeting, re-painting, modifying casework, and modifying mechanical and electrical systems.

Remodeling the Data Center will address the security and preservation of the Auditor/Controller-Recorder's servers and computer systems by adding a fire suppression system to minimize potential damage to electronic equipment and stored data in the event of a fire. The existing air conditioning system will also be upgraded with the installation of an isolated unit and back-up unit compatible with the fire suppression system.

Page 1 of 3

Record of Action of the Board of Supervisors

**27**

**BOARD OF SUPERVISORS****AUDITOR/CONTROLLER-RECORDER'S OFFICE FIRST FLOOR EAST AND DATA ROOM REMODEL PROJECTS, HALL OF RECORDS – COMBINE PROJECTS, AWARD CONTRACT, TRANSFER APPROPRIATIONS, INCREASE APPROPRIATIONS AND REVENUES, AUTHORIZE CHANGES IN CONTRACT, AND AUTHORIZE FILING NOTICE OF COMPLETION****DECEMBER 21, 2004****PAGE 2****27**

A temporary 48' by 60' modular building is also being placed on the west side of the Hall of Records building to provide the public with uninterrupted customer service during the duration of the construction. The vitals records section will be temporarily housed in this building that will also contain a small marriage room for public use.

On November 9, 2004, the Board of Supervisors authorized A&E to advertise for competitive bids for the First Floor (East) and Data Center Remodel Projects. A&E advertised for competitive bids in the San Bernardino County Sun on November 23, 2004 and on the County website. Sixteen contractors attended a pre-bid meeting on November 23, 2004 and two bids were received on December 7, 2004: TEKTON of Los Alamitos for \$533,800 and Tilden-Coil Constructors of Riverside for \$599,169. TEKTON was selected on the basis of being the lowest responsive bidder.

This project is consistent with County Administrative Office approved Capital Improvement Program requests, CIP #04-006 (first floor east), #03-71 (data room), and #05-72 (modular building).

**REVIEW AND APPROVAL BY OTHERS:** This item has been coordinated with Eli Montoya (387-8904), Department Contract Compliance Designee, on December 8, 2004; approved as to legal form by County Counsel (Rex Hinesley, Chief Deputy County Counsel, 387-5480) on December 8, 2004; and reviewed by the County Administrative Office (Lynn Chacon, 387-5426 and Tracy Lindsay, 387-4659, Administrative Analysts) on December 10, 2004.

**FINANCIAL IMPACT:** The following table summarizes the project budget status as of November 30, 2004:

**AUDITOR CONTROLLER-RECORDER'S OFFICE FIRST FLOOR (EAST)**

BUDGET YEAR	PROJECT BUDGET	EXPENDED	OUTSTANDING COMMITMENTS	BALANCE REMAINING
03/04	\$508,179	\$1,731		
04/05		9,944		
TOTAL	\$508,179	\$11,675	\$15,800	\$480,704

The project budget for the first floor east remodel is comprised of construction, \$417,179; contingency, \$40,948; and design/project management/inspection, \$50,052. The funding source is from the Auditor/Controller-Recorder's System Development account (SDW-REC at 67%; \$340,480) and the Vitals and Health Statistics account (REC-SDV at 33%; \$167,699).

The additional \$201,948 is comprised of construction, \$116,621; contingency, \$12,430; modular building lease and set-up, \$52,700; and design/project management/inspection, \$20,197. The funding source for the additional \$201,948 is from the Auditor/Controller-Recorder's System Development account (SDW-REC). Approval of recommendations #2 and #3 will increase total project budget to \$710,127.

Increase appropriations by \$91,148 in the Capital Improvement Program (CJV-CIP-4220-4030).

Decrease appropriations by \$91,148 in the Capital Improvement Program (CJV-CIP-4600-4030).

Increase appropriations by \$110,800 in the Capital Improvement Program (CJV-CIP-4220-4030).

Increase revenues by \$110,800 in the Capital Improvement Program (CJV-CIP-4220--9975).

**27**

**BOARD OF SUPERVISORS**

**AUDITOR/CONTROLLER-RECORDER'S OFFICE FIRST FLOOR EAST AND DATA ROOM  
REMODEL PROJECTS, HALL OF RECORDS – COMBINE PROJECTS, AWARD CONTRACT,  
TRANSFER APPROPRIATIONS, INCREASE APPROPRIATIONS AND REVENUES, AUTHORIZE  
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DECEMBER 21, 2004**

**PAGE 3**

27

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item, concurs with A&E's proposal and recommends these actions based on the need to provide expanded customer service areas and provide a safer, cooler environment to protect and maintain the Auditor/Controller-Recorder's databases. There is no impact to local cost.

**SUPERVISORIAL DISTRICT(S):** Fifth

**PRESENTER:** Carl R. Alban, Director, A&E, 387-5025  
Larry Walker, Auditor/Controller-Recorder, County Clerk, 386-8813.

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27